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REFS 73- 2143
DD/M&S 23-1464

4 MAY 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Nonstandard Work Schedules - Foreign Intelligence Staff

REFERENCE : a. Memo for ExDir-Compt from D/Pers, dtd 21 Dec 71, subj: Non-Standard Work Schedules
b. [REDACTED] Hours of Work

1. A recommendation for your approval is contained in paragraph 5.

2. The Foreign Intelligence Staff has requested approval of non-standard work schedules for the FI [REDACTED] and the DDO Duty Office; because of differences in numbers of assigned personnel, three different schedules are proposed for the two offices. All provide 24 hours a day, seven days a week coverage of functions. The circumstances relating to the three schedules are as follows:

a. [REDACTED]

[REDACTED] is comprised of [REDACTED] and [REDACTED] who work two 12-hour days and seven 8-hour days during one 14-day pay period for a total of 80 hours and ten 8-hour days during the next 14-day pay period for the next 80 hour total. Thereafter the cycle repeats. It is understood that the Watch has been operating under this schedule for a number of years and that no scheduled overtime is involved. Duties consist mainly of the dissemination of reports; there is no need for the officers to be available in the mornings for special briefings as is required of the DDO Duty Officers. [REDACTED] employees generally are experienced Ops Officers and Reports Officers who remain in [REDACTED] for a three year tour or longer.

b. DDO Duty Office

Intelligence Assistant Schedule

Within the DDO/DO, there are five Intelligence Assistants, four of whom work two 12-hour days and seven 8-hour days during each pay period for a total of 80 hours. The fifth Intelligence Assistant works

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two scheduled 8-hour days in the DDO/DO during each 14-day pay period and provides backup for other DDO/DO IA's (leave, sickness, etc.) as required; when not working within the DDO/DO, she is utilized elsewhere within FI Staff. In general these Intelligence Assistant positions are staffed with single women who are assigned to the DDO/DO for a 1-year tour with the opportunity to extend. No scheduled overtime is involved.

Duty Officer Schedule

DDO Duty Officers are selected from among recent Mid-career course graduates and are assigned from their parent Area Divisions to the DDO Duty Office for a 6-month rotational tour. There are five officers who work a mixture of 5, 6, 9, 10 and 14-hour days during each 14-day pay period for a total of 80 hours. Each officer works two 14-hour days in a two-week period but this does not recur until all officers have worked two similar 14-hour tours. No scheduled overtime is involved. According to FI Staff this schedule has been basically the same for years, although it was recently modified to total 80 hours for the period. The proposed schedule represents the final FI Staff selection after considering several alternatives developed by the Office of Joint Computer Support. The schedule is considered by FI Staff and the DDO Duty Officers to be the best arrangement to provide the coverage needed with the limited number of officers authorized and available.

3. The following guidelines will govern leave and pay accounting under the schedules. They are in accordance with paragraphs 10 and 11 of the referent memorandum, except for the increase of 12 to 14 hours in section c.

a. Employees at the GS-11 and below level would be paid overtime for work in excess of 80 hours in a two-week, 80-hour pay period.

b. Employees GS-12 through GS-14 may receive overtime payments for directed overtime worked in excess of 96 hours in a two-week, 80-hour pay period.

c. Employees entitled to Sunday, holiday or night differential pay would receive such pay, when appropriate, for hours worked not in excess of 14 within a regularly scheduled workday.

d. Annual and sick leave would be charged according to leave taken against the employee's established work schedule.

e. Otherwise the provisions of [REDACTED] would remain unchanged 25X1A and would pertain to the irregular work schedules.

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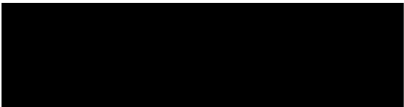
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4. Our review confirms that the schedules are operationally advantageous to the Agency since they provide effective shift coverage. Although the 14-hour days are longer than any workdays previously approved, the FI Staff believes they are necessary for effective operation and there is no indication that they are too strenuous for the employees.


5. Therefore, I recommend that you approve the attached schedules. The Chief, FI Staff is aware of the requirement for quarterly reports evaluating the effectiveness of the schedules.


Harry B. Fisher
Director of Personnel

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Att

The recommendation contained in paragraph 5 is approved:


HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

7 MAY 73
Date

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24 January 1975

MEMORANDUM FOR: Chief, Support Staff
Foreign Intelligence Staff

SUBJECT : Non-Standard Work Schedules

REFERENCES : (A) Memorandum for Executive Director-
Comptroller from Director Personnel
dated 21 December 1971, Subject:
Same as above

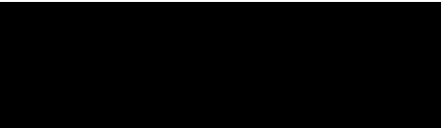
(B) 

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1. It has recently come to our attention that some employees of your office are working non-standard work schedules. As prescribed by Reference B, a memorandum should be submitted requesting approval of the schedule to be established. The memorandum should be forwarded to the Deputy Director for Support, through the Director of Personnel for review and have the concurrence of the Deputy Director concerned.

2. Attached for your information are copies of the Time and Attendance cards submitted for a few of those employees working an irregular work-week.

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Chief
Compensation and Tax Division
Office of Finance

Attachment:
Form 20 (T/A's)

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